DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)

SITUATION REPORTING SYSTEM
(RCS DLA (AR)377(L)(MIN)

A. REFERENCES

    1. DRMS-I 3020.1, *DRMS Situation Reporting System*, July 15, 1997 (hereby superseded).

    2. Defense Logistics Agency Basic Emergency Plan (DLA BEP) and DRMS Supplements to DLA BEP.

    3. DRMS Directive 5410.1, *Reception of Visitors - Reporting and Coordination of Visits*.

    4. DRMS Directive 7600.1, *Support of External Inspections/Audits within Defense Reutilization and Marketing Service (DRMS)*.

B. PURPOSE. How to report specific incidents which must be submitted to HQ DRMS.

C. APPLICABILITY AND SCOPE. Applies to all DRMS organizations.

D. DEFINITIONS.

    1. Situation Report (SITREP): An incident which may or does impair mission accomplishment, require headquarters assistance, or constitute a public relations problem.

    2. Situation reporting system: The medium used to submit SITREPs to management.

E. PROCEDURES.

    1. Submit SITREPs as explained in Enclosure 1, DEFENSE REUTILIZATION AND MARKETING SERVICE, *Situation Reporting System User Guide.*

    2. A SITREP will be submitted for the following incidents. The enclosures in the DEFENSE REUTILIZATION AND MARKETING SERVICE, *Situation Reporting System User Guide* list the data elements for each incident as well as any unique reporting features applicable to a given incident.

Enclosure	Incident
2	ADP/System Failure
3	Adverse Publicity
4	AEDA/MLI
5	Break-In/Theft
6	Domestic Emergency/Civil Disorder/Bomb Threats/Etc.
7	Environmental Inspection
8	Hazardous Spills
9	Mishap/Injury/Fire/Facility or Equipment Damage
10	Natural Disaster/Flood/Earthquake/Etc.
11	OSHA Investigations
12	Radioactive/Classified/Contaminated Property
13	Sales Removal Problem
14	Special Situation
15	Temporary Closure
16	Utility Outage

3. The status of a SITREP is either **OPEN** or **CLOSED**. *AEDA/MLI* and *Classified* SITREPs, however, are *CLOSED* only by the SITREP Program Manager (or designee) after (1) a notice letter is sent to the property's generator and (2) for AEDA/MLI SITREPs only, a formal response is received from the generator. Notice letters for these two SITREPs are sent by an office(s), other than a DRMO, specified by the SITREP Program Manager. A SITREP (except ADEA/MLI and Classified) should be CLOSED at the time it is reported unless there is a compelling reason the originator wants or needs to keep it *OPEN* to provide updates. Types of incidents which may warrant updates include: natural disaster, temporary closure, utility outage, ADP/systems failure, serious injury and environmental inspections which may result in Notice of Violations, Letters of Warnings, etc. In any event, an *OPEN* SITREP should be *CLOSED* as soon as possible even though there's no time requirement to *CLOSE* (or update) it.

4. SITREP matters such as questions, requests to reopen *CLOSED* SITREPs and input problems should be e-mailed to the SITREP Program Manager at **sitrep@drms.dla.mil**.

5. A DRMO unable to send a SITREP will request its Zone Office or the SITREP Program Manager, respectively, to input it.

6. A SITREP may be so sensitive that the originator and/or the SITREP Program Manager decide it should be reported exclusively to the Command level. This is called an **"off-line"** SITREP. Examples of off-line SITREPs include criminal investigations, physical altercations, deaths, etc.

7. The submittal of a SITREP after HQ DRMS duty hours which the originator determines requires immediate Command attention will be sent to the **DLIS Staff Duty Officer** (SDO). The SDO can be contacted by phone at DSN 932-4233 or commercial (616) 961-4233 and by facsimile at DSN 932-4265 or commercial facsimile (616) 961-4265. Direct the SDO to follow procedures in Tab 4 of the SDO procedures manual.

8. Persons originating SITREPs must assure the SITREPs are complete and understandable because they may be reviewed at DLA and DOD levels. Correct grammar, syntax, punctuation, spelling and written out acronyms are some of the elements which comprise a well structured SITREP.

F. RESPONSIBILITIES.

1. HQ DRMS organizations:

a. Specify the types of incidents to be reported as SITREPs.
b. Specify the data required for each type of incident.
c. Be informed of and responsive to SITREPs.
d. Determine and initiate support actions.

2. DRMS-NF (i.e., FOSO), DRMSI and Zone Managers (ZMs):

a. Review SITREPs and provide assistance as required.
b. Update SITREPs in the *MANAGEMENT COMMENTS* or *FOLLOW-UP COMMENTS* fields as needed.
c. ZMs will report SITREPs for their DRMOs when DRMOs cannot send them.
3. DRMOs:

a. Report a SITREP prior to an incident expected or known to soon occur (e.g., VISITORS, TEMPORARY CLOSURE, NATURAL DISASTER, etc.), but, no later than one work day after the incident actually occurs.
b. Promptly *CLOSE* a SITREP (except AEDA/MLI and Classified SITREPs) unless there is a compelling reason to leave it open to report updates.

4. Logistics Business Unit, DRMS-TSP:

        a. Assign a SITREP Program Manager to administer the SITREP Program according to governing regulations listed in DRMS-I 3020.1 and other requirements and instructions established by DRMS management.
        b. Develop and manage files and procedures to ensure SITREPs, associated regular reports and periodic requests are properly recorded and distributed to the DRMS Command Office, DRMS Executive Leadership Group, DRMS organizations, DRMS employees, DLA-CAIL, DLSC-LC and the Military Services.
        c. Forward an ADEA/MLI SITREP to DLSC-LC and the Military Service associated with the incident.
        d. Determine procedural requirements regarding sending notice letters for AEDA/MLI and Classified SITREPs.
        e. Process AURA requests to add/delete/update users to the SITREP Program data base.
        f. Assure SITREP Program users are provided guidance and support on operational and informational problems and requests.
        g. Add/update SITREPs for DRMOs when they and their Zone Offices are unable to input the information.

G. EFFECTIVE DATE AND IMPLEMENTATION. This instruction is effective and shall be implemented upon distribution.

H. INFORMATION REQUIREMENTS. Report Control System (RCS) DLA (AR)377(L)(MIN) is assigned this reporting requirement.

BY ORDER OF THE COMMANDER

                        /S/ Janine Des Voignes

                        JANINE DES VOIGNES
                        EXECUTIVE ASSISTANT

17 Enclosures
 1. DEFENSE REUTILIZATION AND MARKETING SERVICE, *Situation Reporting System User Guide*
 2. ADP/System Failure
 3. Adverse Publicity
 4. AEDA/MLI
 5. Break-In/Theft
 6. Domestic Emergency/Civil Disorder/Bomb Threat/Etc.
 7. Environmental Inspection
 8. Hazardous Spills
 9. Mishap/Injury/Fire/Facility or Equipment Damage
 10. Natural Disaster/Flood/Earthquake/Etc.
 11. OSHA Investigations
 12. Radioactive/Classified/Contaminated Property
 13. Sales Removal Problem
 14. Special Situation
 15. Temporary Closure
 16. Utility Outage
 17. Visitors/DoD IG/GAO/Auditors

DEFENSE REUTILIZATION AND MARKETING SERVICE

Situation Reporting System User Guide

May 24, 2000

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Table

1. Introduction to the Situation Reporting System

This publication provides guidance for users to administer situation reports (SITREPs) as specified in DRMS-I 3020.1, DEFENSE RETUILIZATION AND MARKETING SERVICE (DRMS) SITUATION REPORTING SYSTEM (hereafter referred to as the "System").

1.1 Security

For a potential user to gain access to the System, an AURA must first be submitted by the individual's TASO to the SITREP Program Manager. The SITREP Program Manager then determines what access "permissions" to grant. The following are the three types of access capabilities from which permissions are selected:

SITREPs a user can access:
- 0 - DRMO (all SITREPs at user's DRMO)
- 1 - N.A.
- 2 - Zone (all SITREPs in user's Zone)
- 3 - N.A.
- 4 - Region (all SITREPs in user's Region (i.e., COL, OGD, INT, or HQR))
- 5 - N.A.
- 6 - Headquarters (all DRMS SITREPs)
- 7 - Administration (all DRMS SITREPs, plus, user table)

MANAGEMENT COMMENTS data element field:
- 0 - No access.
- 1 - Read to the level authorized
- 2 - Read and add/edit/update to the level authorized
- 3 - Read and add/edit/update all levels

Other data element fields:
- 0 - No access
- 1 - Read only
- 2 - Read and add/edit/update to the level authorized
- 3 - Read and add/edit/update all levels

1.2 Logging on the System
1. Click the icon VT320 and the **Connect** screen will appear.
2. On the **Connect** screen:
   - At *Hostname*: enter **SITREP**
   - At *Profile*: enter **DLA**
   - At *Port*: enter **(DEFAULT)** and click the *OK* button
3. At *login:* enter your user ID.
4. At *Password:* enter your password.
5. Press the **ENTER** key as prompted and the **DRMS MAIN MENU** will appear.
6. On the **DRMS MAIN MENU**:
   - Select **2 – APPLICATIONS,** then
   - Select **I – SITUATION REPORTING**
   - **WELCOME TO THE SITUATION REPORTING SYTEM** (Figure 1) briefly displays

```
WELCOME TO THE

SITUATION REPORTING SYSTEM
```
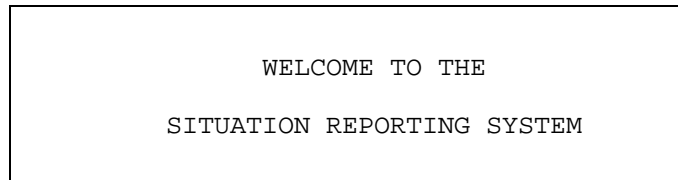
Figure 1 Welcome

7. The **SITREP MAIN MENU** will display

1.3 Logging Off the System

1. Display the **SITREP MAIN MENU** (Figure 2)
2. Select **X) EXIT** and the **DRMS APPLICATION** screen will display.
3. Select **X - LOG OFF** to disconnect from the System.

1.4 Screen Overview

From the **SITREP MAIN MENU** you have several options. Some of the options will lead directly to input screens. Others will cause one or more submenus to display.

All screens in the System will have the following features:

- Time appears in the top right corner

- Screen name and version number appear in the top left corner

- Descriptions or instructions appear at the bottom

To select an option from the menu, either type the number corresponding to the option or use the arrow keys to move the highlight bar over the option and press **ENTER**.

1.5 Screen Components

Table 1-1 Common Screen Components

Screen Component	Description
field	Location where you type or view particular data (for example, the **INCIDENT DATE** field)
cursor	Movable, visible mark indicating where the characters you type will appear on the screen. It often appears as a flashing square on your screen.

To move from field to field press **ENTER** or the arrow keys. If a field is active, the cursor flashes in the field, indicating where the text from the your input will be typed. When a field has been filled with information the cursor automatically goes to the next field. Once a screen has been completed the program will prompt you with **CONFIRM (Y/N)**.

All date fields are formatted MM/DD/YYYY unless otherwise noted. Memo or free form fields allow you to type as much text as you want. Numeric fields such as cost fields will have a minimum of 10 digits to the left of the decimal and two digits after the decimal.

1.6 Memo Field Key Commands

Table 1-2 Memo Field Key Commands

Key	Result
Insert	Accesses screen to add, edit or view text
Ctrl/W	Save text and exit screen.
Ctrl/G	Exit screen and do not save text
Ctrl/Y	Delete a line.
Ctrl/T	Delete a word.
Ctrl/A	Move up one line (use this if arrow keys do not work)
Ctrl/F	Move down one line (use this if arrow keys do not work)
Ctrl/E	Move left one space (use this if arrow keys do not work)
Ctrl/X	Move right one space (use this if arrow keys do not work)

```
MAINMENU  1.4                                              2:36pm5
JJ

                    ┌─────────────────────────────────────┐
                    │                                     │
                    │       SITUATION REPORTING SYSTEM    │
                    ├─────────────────────────────────────┤
                    │       SITREP MAIN MENU              │
                    │                                     │
                    │       1) ADD                        │
                    │                                     │
                    │       2) UPDATE                     │
                    │                                     │
                    │       3) REPORTS                    │
                    │                                     │
                    │       4) PRINTER OPTIONS            │
                    │                                     │
                    │       5) ADMINISTRATION             │
                    │                                     │
                    │       X) EXIT                       │
                    │                                     │
                    └─────────────────────────────────────┘

                         Add a SITREP
```
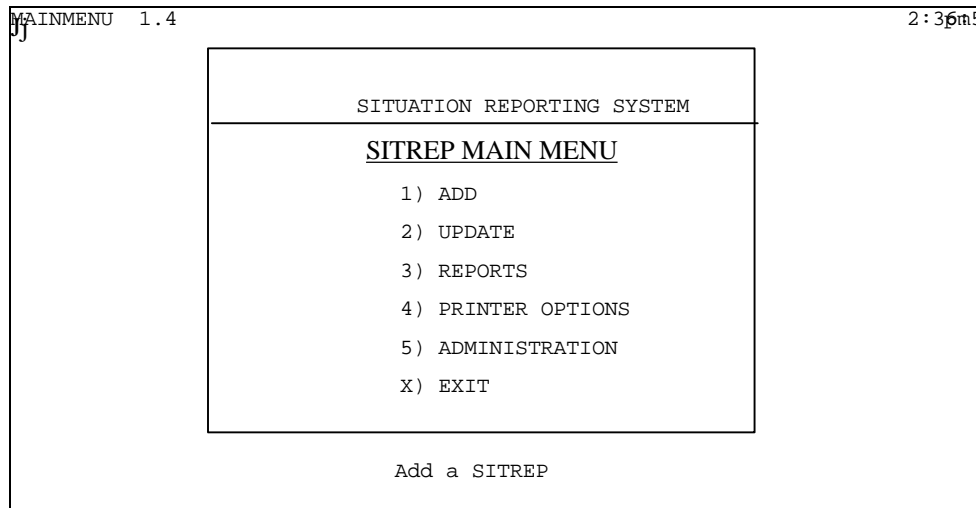
Figure 2 SITREP Main Menu

Use the **ADD** option to add a new SITREP

Use the **UPDATE** option to change or add more information to an existing SITREP

Use the **REPORTS** option to display a submenu from which specific reports can be chosen to view,print or mail

Use the **PRINTER OPTIONS** option to change your printer type or destination setting

Use the **ADMINISTRATION** option to display a submenu of the tasks only the SITREP Program Manager (or designee) can perform

Use the **EXIT** option to log off

2. Adding a SITREP

1. Display the **SITREP MAIN MENU** (Figure 2)
2. Select the **ADD** option.
3. The **DATE OF INCIDENT** prompt (Figure 3) will show the current date.
    *   Accept or change the date and press **Enter**, or, press **Ctrl-G** to exit.

```
ADD_INCI   1.5                                                    2:42 pm
                                                                       3


      ┌─────────────────────────────────────────────────────────┐
      │   DATE OF INCIDENT: MM/DD/YYYY                           │
      │                                                         │
      │                                                         │
      └─────────────────────────────────────────────────────────┘



              ACCEPT OR CHANGE THE DATE AND PRESS ENTER, OR,
              PRESS CTRL-G TO EXIT
```

Figure 3 Adding a SITREP (Screen 1)

4. The screen titled **AVAILABLE INCIDENT TYPES** (Figure 4) will display. Scroll and highlight the desired incident. Press **Enter** to select, or, press **Ctrl-g** to exit.

```
ADD_INCI   1.6                                                  10:43:0


            ┌──────────────────────────────────────────────┐
            │           AVAILABLE INCIDENT TYPES            │
            ├──────────────────────────────────────────────┤
            │   ADP/SYSTEM FAILURE                         │
            │   ADVERSE PUBLICITY                          │
            │   AEDA/MLI                                   │
            │   BREAK-IN/THEFT                             │
            │   DOMESTIC EMERGENCY/CIVIL DISORDER/BOMB THREATS/ETC. │
            │   HAZARDOUS SPILLS                           │
            │   MISHAP/INJURY/FIRE/FACILITY or EQUIPMENT DAMAGE │
            │   NATURAL DISASTER/FLOOD/EARTHQUAKE/ETC.     │
            │   OSHA INVESTIGATIONS                        │
            └──────────────────────────────────────────────┘


    USE [UP], [DN], [PGUP] OR [PGDN] TO HIGHLIGHT THE DESIRED INCIDENT TYPE.
       PRESS ENTER TO SELECT, OR, CTRL-G TO EXIT WITHOUT SELECTING A TYPE.
```

Figure 4 Adding a SITREP (Screen 2)

2.1 Entering Basic Information

1. A screen will display (Figure 5) to gather basic information common to each incident.
2. The user will be able to fill in each blank field.
    *   To move between fields, press **Enter**
    *   To move within a field, use the arrow keys
    *   To edit a memo field, use the **Insert** key to display the memo window
    *   Use **Ctrl-w** to save the memo text and exit from the memo window

```
BAS_INCI  1.5                                                        9:57:18 am
┌─────────────────────────────────────────────────────────────────────┐
│                        SITUATION REPORTING SYSTEM                     │
└─────────────────────────────────────────────────────────────────────┘
                    INCIDENT #: 0     TYPE: ADVERSE PUBLICITY
                          DATE: 11/08/96     TIME:

                  LOCATION:
                    STATUS: O

           SUBMITTER'S NAME: Submitter's Name Will Display
                     PHONE:
                  RIC CODE: DRMS
              REPORT DATE: 11/08/96      TIME: 08:47:29

             MANAGEMENT COMMENTS: memo
                SUMMARY COMMENTS: memo
              FOLLOW-UP COMMENTS: memo

                   Field Instructions Will Display Here
```

Figure 5 Adding a SITREP (Screen 3)

3. Depending on the type of incident, additional screen(s) will display to gather more information necessary for that specific type of incident. Each of the specific types are discussed in their own section (Enclosures 2-17).

4. After the details have been added the user is prompted with:

<div align="center">

ADD THIS INCIDENT?
CONFIRM (Y/N)

</div>

- Answer **Y** for yes. The System will store the basic incident information and the selected incident type screen will display.
- The System will also look at the date and automatically assign both the fiscal year and the next sequentially available four digit incident number for that fiscal year using the format FYYY####.   FYYY#### is a combination of the current four digit fiscal year (FYYY) and the next available sequential number (####).
- Answer **N** for no. The System asks if you want to add another incident (Y/N).

2.2 ADP/System Failure

   The System will store the basic information gathered in Figure 5 and then clear the screen and display a screen (Figure 6) to gather specific information. **OPERATIONAL STATUS (I, D, E)** and **MISSION IMPACT** are mandatory fields. (See Encl 2 for more details about this type of incident).

```
VAR_ADP  1.4                                                        12:28:38 pm
┌─────────────────────────────────────────────────────────────────────┐
│                        SITUATION REPORTING SYSTEM                     │
└─────────────────────────────────────────────────────────────────────┘
                    INCIDENT #:         0     TYPE: ADP/SYSTEM FAILURE
                          DATE: 11/12/96     TIME:


              TYPE OF EQUIPMENT:

                         BRAND:

         MANUFACTURER MODEL NUMBER:

           DESCRIPTION OF PROBLEM: memo

         OPERATIONAL STATUS(I,D,E):

                  MISSION IMPACT: memo
```

Figure 6 ADP/System Failure

2.3 Adverse Publicity

The System will store the basic information gathered in Figure 5 and then clear the screen and display a screen (Figure 7) to gather specific information. (See Encl 3 for more details about this type of incident).

```
ADV_PUBL  1.3                                                    12:55:12 pm
 ┌─────────────────────────────────────────────────────────────────────┐
 │                    SITUATION REPORTING SYSTEM                         │
 └─────────────────────────────────────────────────────────────────────┘
              INCIDENT #:        0     TYPE: ADVERSE PUBLICITY
                    DATE: 11/12/96     TIME:


                  PUBLICATION NAME:

                  PUBLICATION DATE:   /  /

               SUMMARY OF ARTICLE: memo
```

Figure 7 Adverse Publicity

2.4 AEDA/MLI

The System will store the basic information gathered in Figure 5 and then clear the screen and display a screen (Figure 8) to gather specific information. All fields in Figure 9 require mandatory entries. (See Encl 4 for more details about this type of incident).

```
AEDAMLI  1.5                                                    11:18:44 am
 ┌─────────────────────────────────────────────────────────────────────┐
 │                    SITUATION REPORTING SYSTEM                         │
 └─────────────────────────────────────────────────────────────────────┘
                   INCIDENT #:        0     TYPE: AEDA/MLI
                         DATE: 11/08/96     TIME:

 GENERATOR'S BRANCH OF SERVICE:
 GENERATOR'S LOCATION:
 GENERATOR'S ADDRESS:
 GENERATOR'S BASE COMMANDER'S NAME:
 GENERATOR'S BASE COMMANDER'S ADDR:

 BRIEF DESCRIPTION OF DISCOVERY:              DTID NO.:

 NOUN NAME:                          NATIONAL STOCK NO.:

 DEMIL CODE:                           SERIAL NUMBER(S):

 OTHER ID:                            INERT CERTIFICATE DATE:   /  /

 NAME OF ORIGINATOR:

 EOD ACTION TAKEN: memo                  DETAILS OF INCIDENT: memo

                    PRESS CTRL-P FOR PICK LIST
```

Figure 8 AEDA /MLI (Details)

10

```
AEDAMLI  1.5                                                            11:18:44 am
        ┌────────────────────────────────────────────────────────────────┐
        │                  SITUATION REPORTING SYSTEM                      │
        └────────────────────────────────────────────────────────────────┘
                         INCIDENT #:       0     TYPE: AEDA/MLI
                             DATE: 11/08/96     TIME:

                             AEDA COMPLIANCE CHECKLIST

          INERT CERTIFICATE PROVIDED WITH THE TURN-IN?        [Y/N/X]  Y

          INERT CERTIFICATE SIGNITURE MATCHES
          THE CURRENT AEDA QUALIFIED INDIVIDUALS LIST?        [Y/N/X]  Y

          PROPERTY VISUALLY INSPECTED
          DURING RECEIPT/STORAGE/SALE REFERRAL/RELEASE?       [Y/N/X]  Y

          INERT AEDA STORED SEPARATELY FROM OTHER PROPERTY?   [Y/N/X]  Y

          PROPERTY UNDER CHALLENGE OR CHANGED TO DEMIL G?     [Y/N/X]  Y

          REQUIRED DEMIL NOT PERFORMED BY GENERATOR?          [Y/N/X]  Y

                  [Y] Yes     [N] No      [X] Not Applicable


```

Figure 9 AEDA/MLI (Questions)

2.5 Break - In/Theft

The System will store the basic information gathered in Figure 5 and then clear the screen and display a screen (Figure 10) to gather specific information. (See Encl 5 for more details about this type of incident).

```
BREAK_IN  1.3                                                           2:48:54 pm
        ┌────────────────────────────────────────────────────────────────┐
        │                  SITUATION REPORTING SYSTEM                      │
        └────────────────────────────────────────────────────────────────┘
                         INCIDENT #:        0     TYPE: BREAK-IN/THEFT
                             DATE: 11/11/96     TIME:



                       DESCRIPTION OF INCIDENT:    memo

                       DESC. OF PROPERTY MISSING: memo

                       EST. VAL. OF MISS. PROP.:        0.00

                       CORRECTIVE ACTION TAKEN:    memo

                       HQ ASSISTANCE REQUEST:



                       PRESS [INS] TO EDIT, <ENTER> TO BYPASS

```

Figure 10 Break In/Theft

2.6 Domestic Emergency/Civil Disorder/Bomb Threats/Etc.

The System will store the basic information gathered in Figure 5 and then clear the screen and display a screen (Figure 11) to gather specific information. The **MISSION IMPACT** field requires a mandatory entry. (See Encl 6 for more details about this type of incident).

```
DOM_EMRG  1.3                                                      1:07:55 pm
 ┌─────────────────────────────────────────────────────────────────────────┐
 │                      SITUATION REPORTING SYSTEM                           │
 └─────────────────────────────────────────────────────────────────────────┘
INCIDENT #:       0     TYPE: DOMESTIC EMERGENCY/CIVIL DISORDER/BOMB THREATS/ETC
      DATE: 11/12/96    TIME:



              KIND OF EMERGENCY:

              CORRECTIVE ACTION, PLANNED OR TAKEN:  memo

              MISSION IMPACT:   memo



                     PRESS CTRL-P FOR PICK LIST
```

Figure 11 Domestic Emergency/Civil Disorder/Bomb Threats/Etc.

2.7 Environmental Inspection

The System will store the basic information gathered in Figure 5 and then clear the screen and display a screen (Figure 12) to gather specific information. (See Encl 7 for more details about this type of incident).

```
ENVIR  1.6                                                            11:33:4
 ┌─────────────────────────────────────────────────────────────────────────┐
 │                      SITUATION REPORTING SYSTEM                           │
 └─────────────────────────────────────────────────────────────────────────┘
        INCIDENT #:        0     TYPE: ENVIRONMENTAL INSPECTION
             DATE: 11/13/96    TIME:
      INSPECTOR'S AGENCY OFFICE 1:
                       NAME 1:
              INSPECTION LEVEL 1:

      INSPECTOR'S AGENCY OFFICE 2:
                       NAME 2:
              INSPECTION LEVEL 2:

      INSPECTOR'S AGENCY OFFICE 3:
                       NAME 3:
              INSPECTION LEVEL 3:

      INSPECTOR'S AGENCY OFFICE 4:
                       NAME 4:
              INSPECTION LEVEL 4:

      DEFICIENCY FOUND ? YN:    DEFICIENCIES : memo    ACTION TAKEN: memo
```

Figure 12 Environmental Inspection

2.8 Hazardous Spills

The System will store the basic information gathered in Figure 5 and then clear the screen and display a screen (Figure 13) to gather specific information. (See Encl 8 for more details about this type of incident).

```
HAZSPILL  1.12                                                      8:04:18 am
┌─────────────────────────────────────────────────────────────────────────┐
│                       SITUATION REPORTING SYSTEM                          │
└─────────────────────────────────────────────────────────────────────────┘
                     INCIDENT #:      0    TYPE: HAZARDOUS SPILLS
                          DATE: 11/11/96   TIME:

  TRADE NAME:                              NATIONAL STOCK NO.:
  TECH. NAME:                                       QUANTITY:          0
 COMPOSITION:                                  TYPE OF HAZARD:
HOST/CONTRACTOR:
 CAUSE OF SPILL: memo  DESCRIPTION OF AREA: memo  CONTAINMENT PROCEDURES: memo
 PARTY RESPONSIBLE FOR CLEANUP:
 IMMEDIATE ASSISTANCE NEEDED? Y/N:        DESCRIPTION OF ASSISTANCE: memo
    CLEANUP PROCEDURES: memo  AMOUNT OF DEBRIS INVOLVED:
    ESTIMATED DATE OF COMPLETION:    /   /

                       ENTER TRADE NAME OF MATERIAL
```

Figure 13 Hazardous Spills

2.9 Mishap/Injury/Fire/Facility or Equipment Damage

The System will store the basic information gathered in Figure 5 and then clear the screen and display a screen (Figure 14) to gather specific information. The **IS TECHNICAL ASSISTANCE REQUIRED?** field requires a mandatory entry. (See Encl 9 for more details about this type of incident).

```
MH_DET  1.8                                                        2:24:23 pm
┌─────────────────────────────────────────────────────────────────────────┐
│                       SITUATION REPORTING SYSTEM                          │
└─────────────────────────────────────────────────────────────────────────┘
 INCIDENT #:       0     TYPE: MISHAP/INJURY/FIRE/FACILITY or EQUIPMENT DAMAGE
      DATE: 11/12/96     TIME:

             DESCRIPTION OF INCIDENT: memo

                             CAUSES: memo

         PREVENTIVE MEASURES TAKEN: memo

               CLEANUP PROCEDURES: memo

     IS TECHNICAL ASSISTANCE REQUIRED?:

             TECH ASSISTANCE DETAILS: memo

               PRESS [INS] TO EDIT, <ENTER> TO BYPASS
```

Figure 14 Mishap/Injury/Fire/Facility or Equipment Damage (Details)

- The System will store the information gathered in Figure 14 and then clear the screen and display a **PRIVACY ACT** notice on a new screen.
- After the **PRIVACY ACT** notice screen has been viewed and **Enter** has been pressed, a screen (Figure 15) will display to gather more information.

```
MH_DET  1.8                                                              2:59:07 pm
       ┌─────────────────────────────────────────────────────────────────────┐
       │                     SITUATION REPORTING SYSTEM                        │
       └─────────────────────────────────────────────────────────────────────┘
 INCIDENT #:       0     TYPE: MISHAP/INJURY/FIRE/FACILITY or EQUIPMENT DAMAGE
         DATE: 11/12/96    TIME:


          ADD/UPDATE INJURIES TO PEOPLE Y/N?: N

          ADD/UPDATE DAMAGE OR DESTRUCTION TO FACILITIES Y/N?: N

          ADD/UPDATE DAMAGE OR DESTRUCTION TO EQUIPMENT Y/N?: N

          ADD/UPDATE MHE OR MOTOR VEHICLES INVOLVED Y/N?: N

          ADD/UPDATE WITNESSES Y/N?: N




                           PRESS CTRL-G TO EXIT
```

Figure 15 Mishap/Injury/Fire/Facility or Equipment Damage (Questions)

- Any question answered with a "**Y**" (Yes) produces a subscreen which asks for more information for that question. These subscreens are shown in Figure 17 thru Figure 21.
- If there is **existing data** for any question answered with a "**Y**" the System will display an option box similar to the Figure 16 below with the available records. If there are multiple records, scroll up and down within the option box to highlight the desired record. Once the desired record is highlighted either press **Enter** to update an existing record, **Ctrl-a** to add a new record or **Ctrl-g** to exit.

```
9:39:47 am
                                DRMO: DRMS

                    ┌───────────────────────────────┐
                    │        SELECTION  SCREEN       │
                    │                                │
                    │  20   19960004  Selection One  │
                    │  21   19960004  Selection Two  │
                    │  22   19960004  Selection Three│
                    │  30   19960004  Selection Four │
                    │  45   19960004  Selection Five │
                    │                                │
                    └───────────────────────────────┘


            USE THE [UP] OR [DOWN] ARROW KEY, [PGUP] OR [PGDN] KEYS
              TO HIGHLIGHT THE DESIRED RECORD AND PRESS [RETURN]

                      PRESS CTRL-A TO ADD A NEW RECORD
                         PRESS CTRL-G TO EXIT
```

Figure 16 Mishap/Injury/Fire/Facility or Equipment Damage (Selection)

- The screen will clear and, based on the selection, will display a screen similar to one of those shown in Figure 17 through Figure 21 to gather further specific information.
- A record can be deleted by pressing **Ctrl-r**.

```
MIS_INJR  1.2                                                        9:31:25 am
┌────────────────────────────────────────────────────────────────────────────┐
│                         SITUATION REPORTING SYSTEM                           │
└────────────────────────────────────────────────────────────────────────────┘
 INCIDENT #: 19960004      TYPE: MISHAP/INJURY/FIRE/FACILITY or EQUIPMENT DAMAGE
       DATE: 06/06/96      TIME: 01:30 PM


           NAME OF INJURED: NAME #1

                OCCUPATION: OCCUPATION #1

                  EMPLOYER: EMPLOYER #1

         DETAILS OF INJURY: MEMO


                   PRESS CTRL-R TO REMOVE/DELETE THIS RECORD
```

Figure 17 Mishap/Injury/Fire/Facility or Equipment Damage (Injury Subscreen)

```
MIS_FACI  1.2                                                       10:16:40 am
┌────────────────────────────────────────────────────────────────────────────┐
│                         SITUATION REPORTING SYSTEM                           │
└────────────────────────────────────────────────────────────────────────────┘
 INCIDENT #: 19960004      TYPE: MISHAP/INJURY/FIRE/FACILITY or EQUIPMENT DAMAGE
       DATE: 06/06/96      TIME: 01:30 PM

                  BUILDING ID: ONE

             TYPE OF BUILDING: FACTORY

             ESTIMATED COST FOR
            REPAIR/REPLACEMENT: 1632641.00

            TYPE OF OCCUPANCY: WORKERS

     TYPE OF MATERIAL/PROPERTY: SHEET STEEL

         DESCRIPTION OF DAMAGE: MEMO


                   PRESS CTRL-R TO REMOVE/DELETE THIS RECORD
```

Figure 18 Mishap/Injury/Fire/Facility or Equipment Damage (Facility Damage Subscreen)

```
MIS_EQUI  1.2                                                       10:24:14 am
┌────────────────────────────────────────────────────────────────────────────┐
│                         SITUATION REPORTING SYSTEM                           │
└────────────────────────────────────────────────────────────────────────────┘
 INCIDENT #: 19960004      TYPE: MISHAP/INJURY/FIRE/FACILITY or EQUIPMENT DAMAGE
       DATE: 06/06/96      TIME: 01:30 PM


            EQUIPMENT ID.: SN 916554-11225

          TYPE OF EQUIPMENT: COMPAQ COMPUTER

          ESTIMATED COST FOR
         REPAIR/REPLACEMENT:     950.50

         OWNER OF EQUIPMENT: DRMS


                   PRESS CTRL-R TO REMOVE/DELETE THIS RECORD
```

Figure 19 Mishap/Injury/Fire/Facility or Equipment Damage (Equipment Damage Subscreen)

```
MIS_MHE  1.2                                                          10:30:5
       ┌────────────────────────────────────────────────────────────┐
       │                 SITUATION REPORTING SYSTEM                   │
       └────────────────────────────────────────────────────────────┘
   INCIDENT #: 19960004      TYPE: MISHAP/INJURY/FIRE/FACILITY or EQUIPMENT DAM
        DATE: 06/06/96       TIME: 01:30 PM


                 NAME OF OPERATOR: GEORGE JONES
                              SSN: 123-45-6789
                              AGE: 45
                       PAY GRADE: WG-7
                        JOB TITLE: LEAD PERSON
          LICENSE EXPIRATION DATE: 01/01/99
          DATE OF INITIAL TRAINING: 01/01/50
        DATE OF REFRESHER TRAINING: 01/01/90
           PREVIOUS MHE ACCIDENTS: MEMO



                    PRESS CTRL-R TO REMOVE/DELETE THIS RECORD
```

Figure 20 Mishap/Injury/Fire/Facility or Equipment Damage (MHE/Vehicle Subscreen)

```
MIS_WIT  1.2                                                          10:38:2
       ┌────────────────────────────────────────────────────────────┐
       │                 SITUATION REPORTING SYSTEM                   │
       └────────────────────────────────────────────────────────────┘
   INCIDENT #: 19960004       TYPE: MISHAP/INJURY/FIRE/FACILITY or EQUIPMENT DAM
        DATE: 06/06/96        TIME: 01:30 PM


                  NAME OF WITNESS: JILL SMITH

                        ADDRESS 1: 1234 FIFTH AVE.

                        ADDRESS 2: APT 99B

                   CITY STATE ZIP: NEW YORK, NY 00001-0099

                          PHONE 1: 616-555-5555

                          PHONE 2: 616-666-6666


                    PRESS CTRL-R TO REMOVE/DELETE THIS RECORD
```

Figure 21 Mishap/Injury/Fire/Facility or Equipment Damage (Witness Subscreen)

2.10 Natural Disaster/Flood/Earthquake/Etc.

The System will store the basic information gathered in Figure 5 and then clear the screen and display a screen (Figure 22) to gather specific information. The **MISSION IMPACT** field requires a mandatory entry. (See Encl 10 for more details about this type of incident).

```
NAT_DIS  1.4                                                     1:39:29 pm
┌──────────────────────────────────────────────────────────────────────┐
│                   SITUATION REPORTING SYSTEM                           │
└──────────────────────────────────────────────────────────────────────┘

      INCIDENT #:        0      TYPE: NATURAL DISASTER/FLOOD/EARTHQUAKE/ETC
             DATE: 11/12/96     TIME:

         KIND OF DISASTER:

            INJURIES? Y/N:   NUMBER INJURED:     0    INJURY DESCRIPTION: memo
         OPERATIONAL? Y/N:   EST. DATE/TIME FOR RESUMPTION:
      UTILITY OUTAGE? Y/N:
     FACILITY DAMAGE? Y/N:      DAMAGE DESCRIPTION: memo
    EQUIPMENT DAMAGE? Y/N:   EQUIPMENT DESCRIPTION: memo

                   ESTIMATED COST OF THE DAMAGES:       0.00

                              IMMEDIATE HAZARD: memo
                           AVAILABLE ASSISTANCE: memo
                           REQUIRED  ASSISTANCE: memo
                                 MISSION IMPACT: memo

                      PRESS CTRL-P FOR PICK LIST
```

Figure 22 Natural Disaster/Flood/Earthquake/Etc.

2.11 OSHA Investigations

The System will store the basic information gathered in Figure 5 and then clear the screen and display a screen (Figure 23) to gather specific information. (See Encl 11 for more details about this type of incident).

```
OSHA_INV  1.3                                                   10:57:58 am
┌──────────────────────────────────────────────────────────────────────┐
│                   SITUATION REPORTING SYSTEM                           │
└──────────────────────────────────────────────────────────────────────┘
          INCIDENT #:        0      TYPE: OSHA INVESTIGATIONS
                 DATE: 11/13/96     TIME:


          INSPECTOR'S NAME:

                    OFFICE:

                     PHONE:

      COMPLAINT DESCRIPTION: memo

  SAFETY & HEALTH CONDITIONS: memo


                   ENTER THE INSPECTOR'S NAME
```

Figure 23 OSHA Investigations

2.12 Radioactive/Classified/Contaminated Property

The System will store the basic information gathered in Figure 5 and then clear the screen and display a screen (Figure 24) to gather specific information. (See Encl 12 for more details about this type of incident).

```
RADIOCLS  1.0                                                    10:15:29 am
        ┌─────────────────────────────────────────────────────────┐
        │                   SITUATION REPORTING SYSTEM             │
        └─────────────────────────────────────────────────────────┘
    INCIDENT: FY       0    TYPE: RADIOACTIVE/CLASSIFIED/CONTAMINATED PROPERTY
        DATE: 05/01/97     TIME: 10:15
    GENERATOR'S BRANCH OF SERVICE:              NAME:
    GENERATOR'S LOCATION:
    GENERATOR'S ADDRESS :
    GENERATOR'S BASE COMMANDER'S NAME:
    GENERATOR'S BASE COMMANDER'S ADDR:

    BRIEF DESCRIPTION OF DISCOVERY:                 DTID NO.:

    NOUN NAME:                          NATIONAL STOCK NO.:

    DEMIL CODE:                            SERIAL NUMBER(S):

    OTHER ID:

    NAME OF ORIGINATOR:

    HOST/GENERATOR ACTION TAKEN: memo        DETAILS OF INCIDENT: memo
                        PRESS CTRL-P FOR PICK LIST
```

Figure 24 Radioactive/Classified/Contaminated Property

2.13 Sales Removal Problem

The System will store the basic information gathered Figure 5 and then clear the screen and display a screen (Figure 25) to gather specific information. (See Encl 13 for more details about this type of incident).

```
HAZMATL  1.4                                                     3:10:06 pm
        ┌─────────────────────────────────────────────────────────┐
        │                   SITUATION REPORTING SYSTEM             │
        └─────────────────────────────────────────────────────────┘
            INCIDENT #:        0     TYPE: SALES REMOVAL PROBLEM
                  DATE: 11/11/96     TIME:



         ORIGIN OF THE PROBLEM:
          SALE CONTRACT NUMBER:
              IFB ITEM NUMBER:
             PROPERTY LOCATION:

                PURCHASER NAME:
                ADDRESS LINE 1:
                ADDRESS LINE 2:
                CITY STATE ZIP:

        PROBLEM DESCRIPTION: memo          EXPLANATION OF STATUS: memo
```

Figure 25 Sales Removal Problem

2.14 Special Situation

The System will store the common information gathered in Figure 5 and then clear the screen and display a screen (Figure 26) to gather specific information. The **MISSION IMPACT** field requires a mandatory entry. (See Encl 14 for more details about this type of incident).

```
SPEC_SR  1.3                                                    11:42:51 am
┌─────────────────────────────────────────────────────────────────────────┐
│                        SITUATION REPORTING SYSTEM                         │
└─────────────────────────────────────────────────────────────────────────┘
                 INCIDENT #:        0     TYPE: SPECIAL SITUATION
                       DATE: 11/13/96     TIME:


          DESCRIPTION OF INCIDENT: memo

            BEGINNING DATE & TIME:

               ENDING DATE & TIME:

                CORRECTIVE ACTION: memo

       HQ DLA ASSISTANCE REQUESTED:

                   MISSION IMPACT: memo


                   PRESS [INS] TO EDIT, <ENTER> TO BYPASS
```

Figure 26 Special Situation

2.15 Temporary Closure

The System will store the basic information gathered in Figure 5 and then clear the screen and
display a screen (Figure 27) to gather specific information. The **MISSION IMPACT** field requires a mandatory entry.
(See Encl 15 for more details about this type of incident).

.

```
TEMPCLOS  1.3                                                    1:49:55 pm
┌─────────────────────────────────────────────────────────────────────────┐
│                        SITUATION REPORTING SYSTEM                         │
└─────────────────────────────────────────────────────────────────────────┘
                 INCIDENT #:        0     TYPE: TEMPORARY CLOSURE
                       DATE: 11/12/96     TIME:


                  REASON FOR CLOSING: memo

         NUMBER OF EMPLOYEES AFFECTED:      0

             PERSONNEL RELEASE TIME:

                 NON-DEFERRABLE
                 OPERATIONS AFFECTED:

         ESTIMATED DATE AND TIME
         NORMAL OPERATION WILL RESUME:

                     MISSION IMPACT: memo


                   PRESS [INS] TO EDIT, <ENTER> TO BYPASS
```

Figure 27 Temporary Closure

2.16 Utility Outage

The System will store the basic information gathered Figure 5 and then clear the screen and display a screen
(Figure 28) to gather specific information. The **MISSION IMPACT DESCRIPTION** field
requires a mandatory entry. (See Encl 16 for more details about this type of incident).

```
UTIL_OUT  1.3                                                    1:58:27 pm
┌──────────────────────────────────────────────────────────────────────┐
│                      SITUATION REPORTING SYSTEM                        │
└──────────────────────────────────────────────────────────────────────┘
                  INCIDENT #:       0     TYPE: UTILITY OUTAGE
                       DATE: 11/12/96     TIME:


              OUTAGE CAUSE DESCRIPTION: memo

              ESTIMATED DATE AND TIME
              UTILITY WILL BE RESTORED:

            MISSION IMPACT DESCRIPTION: memo



                    PRESS [INS] TO EDIT, <ENTER> TO BYPASS
```

Figure 28 Utility Outage

2.17 Visitors/DOD IG/GAO/Auditors

The System will store the basic information gathered in Figure 5 and then clear the screen and display a screen (Figure 29) to gather specific information. (See Encl 17 for more details about this type of incident).

```
VISITORS  1.2                                                  10:09:18 am
┌──────────────────────────────────────────────────────────────────────┐
│                      SITUATION REPORTING SYSTEM                        │
└──────────────────────────────────────────────────────────────────────┘
                INCIDENT: FY      TYPE: VISITORS/DOD IG/GAO/AUDITORS
                    DATE: 05/01/97  TIME: 10:10
              VISITOR TYPE:
     TITLE/GRADE/RANK/ NAME:
       AGENCY/COMPANY NAME:
                   ADDRESS:

            DATE OF VISIT:   /  /           LENGTH OF VISIT:

          PURPOSE OF VISIT: memo          SUMMARY OF VISIT: memo

        DOCUMENTS PROVIDED:

        DOCUMENTS RETAINED:

                  COMMENTS: memo


              ENTER  IG, MILITARY OFFICIAL, CONGRESSMAN, Etc.
```

Figure 29 Visitors/DOD IG/GAO/Auditors

3. Updating a SITREP

1. Display the **SITREP MAIN MENU** (Figure 2).
2. Select the **UPDATE** option.
3. The prompt **Enter All or Part of the Inci Number Or Leave Blank to List All Available SitReps** will display.
4. Enter all, part or no incident number.
   - If a <u>partial number</u> is entered, each blank digit is read by the System as the number 9. Therefore, 199901__ would result in the display of all incidents 19990<u>199</u> and below. However, if the highest incident number was actually 19990195, the system would highlight it and list all lower numbered incidents.
   - If the field is <u>left blank</u>, all incidents will be displayed and the most current incident will be highlighted.
5. A screen titled **All Sites** (Figure 30) will display.

```
UPD_INCI  1.3                                                       8:33:25 am
                              All Sites


      INCI #    INCI DATE TYPE STAT SMTR NAME      LOCATION

  FY 19960002  06/06/96 hspil  O    Smith,John     DRMO ANNISTON
  FY 19960003  06/06/96 envir  O    Hawkins,Ron    DRMS BATTLE CREEK
  FY 19960004  06/06/96 mhdet  C    Brown,George   DRMO SELFRIDGE
  FY 19960005  06/06/96 brkin  C    Smith,John     DRMO ANNISTON
  FY 19960006  06/06/96 mhdet  C    Smith,John     DRMO ANNISTON
  FY 19960007  06/06/96 mhdet  O    Hawkins,Ron    DRMS BATTLE CREEK
  FY 19960008  06/06/96 adpub  O    Hawkins,Ron    DRMS BATTLE CREEK
  FY 19960009  06/06/96 mhdet  O    Hawkins,Ron    DRMS BATTLE CREEK
  FY 19960010  06/06/96 mhdet  O    Brown,George   DRMO SELFRIDGE
  FY 19960011  06/06/96 mhdet  O    Brown,George   DRMO SELFRIDGE



          USE THE [UP] OR [DOWN] ARROW KEY, [PGUP] OR [PGDN] KEYS
           TO HIGHLIGHT THE DESIRED SITREP AND PRESS [ENTER]
                        PRESS CTRL-G TO EXIT
```

Figure 30 Updating a SITREP (Screen 1)

6. Highlight the desired incident and press the **Enter** key.
7. A screen titled **SITUATION REPORTING SYSTEM** (see Figure 31 as an example) will display.
   - The fields that already contain data will display that data.

```
BAS_INCI  1.5                                                       3:43:13 pm

                      SITUATION REPORTING SYSTEM

INCIDENT #: 19960004      TYPE: MISHAP/INJURY/FIRE/FACILITY or EQUIPMENT DAMAGE
      DATE: 12/15/96      TIME: 01:30 PM

                     LOCATION: BATTLE CREEK, MI
                       STATUS: O

              SUBMITTER'S NAME: Ron Hawkins
                        PHONE: 616-961-5325
                     RIC CODE: DRMS
                  REPORT DATE: 12/15/96     TIME: 12:49:28

          MANAGEMENT'S COMMENTS: MEMO
              SUMMARY COMMENTS: MEMO
                OTHER COMMENTS: MEMO


            ENTER THE TIME THAT THE INCIDENT OCCURRED.
```

Figure 31 Updating a SITREP (Screen 2)

8. The user will be able to fill in blank fields or change existing information at each field.
9. Respond to a series of "**Y/N**" (Yes/No) prompts which will ask if you want to print or update another incident. The **SITREP MAIN MENU** (Figure 2) will appear after responding to the last prompt.

4. Printing, Viewing or Mailing Reports

1. Display the **SITREP MAIN MENU** (Figure 2).
2. Select the **REPORTS** option.
3. The System will display a screen titled **REPORT GENERATOR MENU** (Figure 32) with the different reports available to run.
4. Select the desired report by either typing the number corresponding to the report, or, scrolling to highlight the report and pressing **Enter**.

```
RPT_MENU  1.3                                                    2:14:02      pm


                        REPORT GENERATOR MENU


                  1. INCIDENT REPORT
                  2. SCAN INCIDENT REPORT
                  3. SCAN INCIDENT & INCIDENT REPORT
                  4. INCIDENT REPORT STATISTICS
                  5. LAST UPDATE REPORT
                  6. FISCAL YTD REPORT

               x) EXIT
```

Figure 32 Report Generator Menu

Table 4-1 Description of Available Reports

Report …	Titled...	To Print...
1	Incident Report	A copy of a complete incident report. All details will be printed.
2	Scan Incident Report	A report based on the parameters: report or incident date; RIC code; incident status (i.e., open, closed or all); and types of incidents.
3	Scan Incident & Detail Report	A report based on the parameters: report or incident date; RIC code; incident status (i.e., open, closed or all); and type of incidents. Includes ability to access each individual incident.
4	Incident Report Statistics	A summary report based on the parameters: report or incident date; RIC code; and incident status (i.e., open, closed or all). Report automatically shows the types of incidents based on the parameters selected.
5	Last Update Report	A report of incidents updated since the report or incident date entered by the user. Includes ability to access each individual incident.
6	Fiscal YTD Report	A spreadsheet report based on the parameters: report or incident date; FY; and RIC codes. Report automatically shows the number of incidents per month by type based on the parameters selected.

4.1 Report Parameters

1. Based on the report selected different report parameter screens will display.
2. If a date selection box is displayed, type the **BEGINNING DATE** and the **ENDING DATE**. Use **MM/DD/YYYY** for the date format. The instruction "Enter date or leave blank for all" is displayed. Omitting the ending date selects data through the most recent entry. Omitting the beginning date selects data from the earliest dated entry. Leaving both dates as blank selects all data.
3. If a type of incident selection box is displayed, select the **INCIDENT TYPE** from a pop-up list of pre-set choices.
4. If a **STATUS OF INCIDENT** box displays either type the number, or, highlight the option and press **Enter**. A screen example is shown in Figure 33.

5. If a RIC code selection box is displayed, select the desired **RIC**.

```
3:06:38 pm
                    ┌──────────────────────────────────┐
                    │        STATUS OF INCIDENT        │
                    ├──────────────────────────────────┤
                    │                                  │
                    │     1) OPEN                       │
                    │     2) CLOSED                     │
                    │     3) ALL                        │
                    │                                  │
                    │                                  │
                    └──────────────────────────────────┘

           ┌────────────────────────────────────────────────┐
           │ HIGHLIGHT THE DESIRED OPTION & PRESS <RETURN>   │
           │                    OR                           │
           │           PRESS [1], [2] OR [3]                 │
           └────────────────────────────────────────────────┘
```

Figure 33 Report Parameter

6. After all the parameter screens, the System will display messages such as "COLLECTING DATA" or "GENERATING REPORT".
7. The System displays the **REPORT DISPLAY MENU** (Figure 34).
8. A message displays such as "THERE ARE NO INCIDENTS THAT SATISFY THE DESIRED CRITERIA. PRESS ANY KEY." if no data meets the specified parameters. The System will return to the prior menu.

4.2 Report Display Options

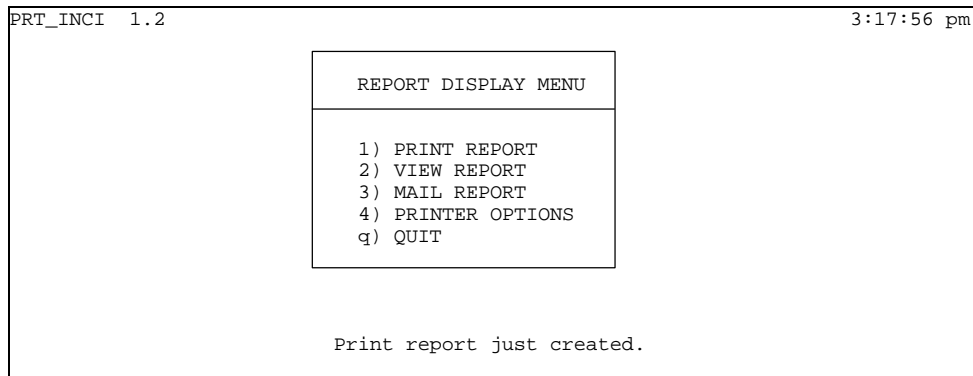1. Type the number, or, highlight the option and press **Enter**.

```
PRT_INCI  1.2                                                    3:17:56 pm

                      ┌─────────────────────────────────┐
                      │                                 │
                      │      REPORT DISPLAY MENU         │
                      ├─────────────────────────────────┤
                      │                                 │
                      │   1) PRINT REPORT               │
                      │   2) VIEW REPORT                │
                      │   3) MAIL REPORT                │
                      │   4) PRINTER OPTIONS            │
                      │   q) QUIT                       │
                      │                                 │
                      └─────────────────────────────────┘



                      Print report just created.
```

Figure 34 Report Display Menu

Table 4-2 REPORT DISPLAY MENU Selections

Selections	Description
1	**Print** the report on your default printer.
2	**View** the report on your screen.
3	**Mail** the report to an individual.
4	**Change** printer type or destination.
q	**Quit** and return to the previous menu

2. If you **VIEW** the report use the following commands to move around.

Table 4-3 Report Viewing Commands

Command	Description
Q	Quit viewing
A	Move forward or backward from current position
H	Jump to left margin/set left side of text view to 0
E	Move left side to the last character top line.
[Tab]	Adjust left side plus 8.
Left/Right Arrows	Scroll text left or right one character.
Up/Down Arrows	Up or down one line.
T	Go to top of text file (line 1).
B	Go to bottom line of text file.
S	Search for text past bottom line
PgUP/PgDN	Page Up/Page Down a screen
?	Display help screen listing available commands

3. If you **MAIL** the report a subscreen similar to (Figure 35) will display.

```
PRT_INCI  1.2                                                        3:23:44 pm

          TO:

      SUBJECT:

                          ENTER THE RECEIVER'S E-MAIL ADDRESS
```

Figure 35 Mailing Addressee Selection

4. Refer to **5. PRINTER OPTIONS** for guidance to change your printer type or destination.

5. Printer Options

Use this selection to change the printer type and/or destination.

1. Display the **SITREP MAIN MENU** (Figure 2).
2. Select the **PRINTER OPTIONS** option.
3. The **PRINTER OPTIONS MENU** (Figure 36) will display.
4. Select the option you wish by typing the number corresponding to the option or highlight the option and press **ENTER.**
   - Printer types to choose from are Alps, Fujitsu and HP.
   - A printer destination can be chosen from a list of printers.

```
                        PRINTER OPTIONS MENU


          1) CHANGE PRINTER TYPE
          2) CHANGE PRINTER DESTINATION


          q) QUIT




                      Change the Printer type.
```

Figure 36 Printer Options Menu

6. Administration

The user and site data base is maintained through the **ADMINISTRATION** option. This option is only available to users granted administrative authority by the SITREP Program Manager. If you do not have administrative authority the **ADMINISTRATION** option does not appear on your **SITREP MAIN MENU** (Figure 2).

1. Display the **SITREP MAIN MENU** (Figure 2).
2. Select the **ADMINISTRATION** option.
3. The **SITREP ADMINISTRATION SUB MENU** (Figure 37) will display.
4. Select the option you wish to use by typing the number corresponding to the option, or, highlight the option and press the **Enter** key.

```
ADM_MENU  1.2                                                       8:01:37 am



                      ┌──────────────────────────────────────┐
                      │      SITREP ADMINISTRATION SUB MENU   │
                      ├──────────────────────────────────────┤
                      │                                      │
                      │      1) USER Administration          │
                      │      2) SITE Administration          │
                      │      3) DELETE A SITREP REPORT        │
                      │                                      │
                      │    X) EXIT                           │
                      │                                      │
                      └──────────────────────────────────────┘


                      SITREP Administration Sub Menu.
```

Figure 37 SITREP Administration Sub Menu

6.1 Adding a User

1. Display the **SITREP ADMINISTRATION SUB MENU** (Figure 37).
2. Select the **USER Administration** option.
3. The **USER ADMINISTRATION** screen (Figure 38) will display.

```
                    ┌──────────────────────────────────────┐
                    │         USER ADMINISTRATION          │
                    ├──────────────────────────────────────┤
                    │                                      │
                    │  1) ADD NEW USER                     │
                    │  2) UPDATE EXISTING USER             │
                    │  3) DELETE EXISTING USER             │
                    │  x) EXIT                             │
                    │                                      │
                    └──────────────────────────────────────┘
```

Figure 38 User Administration

4. Select the **ADD NEW USER** option by typing the number corresponding to the option, or, highlight the option and press **ENTER**
5. The **ADD NEW USER** screen (Figure 39) will display.

```
                    ┌──────────────────────────────────────┐
                    │            ADD NEW USER              │
                    ├──────────────────────────────────────┤
                    │                                      │
                    │    USER LOGIN:                       │
                    │                                      │
                    └──────────────────────────────────────┘
```

Figure 39 Add New User

6. Enter the person's user I.D.
7. The **USER ADMINISTRATION (ADD)** screen (Figure 40) will display.

```
USER_ADM  1.2                                                  3:36:27 pm

        ┌──────────────────────────────────────────────────────┐
        │              USER ADMINISTRATION (ADD)                │
        │                                                        │
        │        USER LOGIN: s9d1234                             │
        │         USER NAME:                                     │
        │               RIC:                                     │
        │ BRANCH OF SERVICE:                                     │
        │      PRINTER TYPE:                                     │
        │             EMAIL:                                     │
        │ SECURITY: None - None - None                          │
        │ Update Security  [Y/N]  N                              │
        └──────────────────────────────────────────────────────┘
```

Figure 40 User Administration (Add)

8. Enter the information requested at each field.

- **USER LOGIN** can be found on the user's AURA request.
- **USER NAME** is last name first and first name last.
- **RIC** is <u>normally</u>, but not always, the first four characters of the person's user I.D.
- **BRANCH OF SERVICE** is always "DRMS".
- **PRINTER TYPE** is always "(H)" for HP Emulation.
- **EMAIL** is not needed.
- **SECURITY** input is required to determine the level and types of permissions.
    - Refer to **1.1 Security** which lists the various levels and types of permissions.

6.2 Updating a User

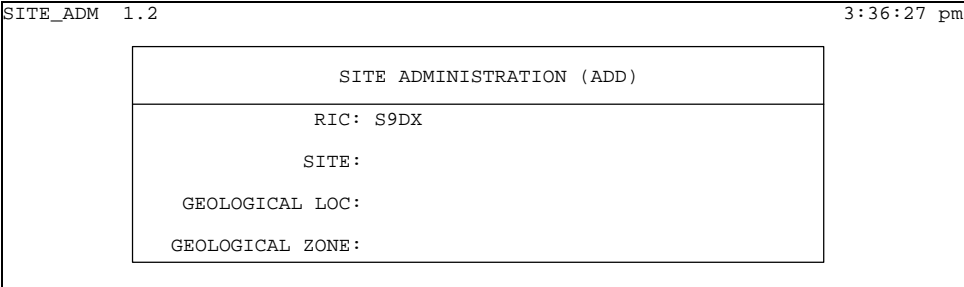1. Display the **SITREP ADMINISTRATION SUB MENU** (Figure 37).
2. Select the **USER Administration** option**.**
3. The **USER ADMINISTRATION** screen (Figure 38) will display.
4. Select the **UPDATE EXISTING USER** option.
5. The prompt **USER LOGIN ID** will display.
6. Enter the person's user I.D.
7. The **PLEASE SELECT THE USER TO UPDATE** screen (Figure 41) will display.
- The user's name and accompanying data (if in the System) will be highlighted.

```
USER_ADM  1.2                                                  3:57:09  pm
                     PLEASE SELECT THE USER TO UPDATE


   REC#  LOGIN USER INFORMATION          RIC     SECURITY   PRINTER TYPE
  ─────────────────────────────────────────────────────────────────────
   1 s9d0010   James Brown              DRMS        8       HP Emulation
   2 s9d0011   Bill  Williams           DRMS        9        HP Emulation
   3 s9d0012   Susan Summers            DRMS        1       HP Emulation
   5 s9d0013   Larry Smith              DRMS        8       HP Emulation
   4 s9d0014   Henry James              DRMS        9       HP Emulation



                 USE THE [UP] OR [DOWN] ARROW KEY
                      [PGUP] OR [PGDN] KEYS
           TO HIGHLIGHT THE DESIRED USER AND PRESS [RETURN]
                      PRESS CTRL-G TO EXIT.
```

Figure 41 Updating a User

8. Press the **ENTER** key and the **USER ADMINISTRATION (UPDATE)** screen (Figure 42) will display.

```
USER_ADM  1.2                                                    3:36:27 pm

                       USER ADMINISTRATION (UPDATE)

                USER LOGIN: SSZQ234
                 USER NAME: Adams, Pat
                       RIC: SSZQ
         BRANCH OF SERVICE: DRMS
              PRINTER TYPE: HP Emulation
                     EMAIL:
         SECURITY: DRMO - Read/Write Own - Read/Write Own RIC
         Update Security  [Y/N]  N
```

Figure 42 User Administration (Update)

9. Enter information to update the user's record

6.3 Deleting a User

1. Display the **SITREP ADMINISTRATION SUB MENU** (Figure 37).
2. Select the **USER Administration** option.
3. The **USER ADMINISTRATION** screen (Figure 38) will display.
4. Select the **DELETE EXISTING USER** option.
5. The prompt **USER LOGIN ID** will display.
6. Enter the person's user I.D.
7. The **PLEASE SELECT THE USER TO DELETE** screen (Figure 43) will display.
   - The user's name and accompanying data (if in the System) will be highlighted.

```
USER_ADM  1.2                                                    3:57:09 pm
                      PLEASE SELECT THE USER TO DELETE


    REC#  LOGIN USER INFORMATION            RIC     SECURITY  PRINTER TYPE

     1 s9d0010  James Brown                 DRMS       8      HP Emulation
     2 s9d0011  Bill Williams               DRMS       9      HP Emulation
     3 s9d0012  Susan Summers               DRMS       1      HP Emulation
     5 s9d0013  Larry Smith                 DRMS       8      HP Emulation
     4 s9d0014  Henry James                 DRMS       9      HP Emulation



                   USE THE [UP] OR [DOWN] ARROW KEY
                        [PGUP] OR [PGDN] KEYS
            TO HIGHLIGHT THE DESIRED USER AND PRESS [RETURN]
                        PRESS CTRL-G TO EXIT.
```

Figure 43 Please Select The User To Delete

8. Press the **ENTER** key and the **USER ADMINISTRATION (DELETE)** screen (Figure 44) will display.

```
USER_ADM  1.2                                                    4:04:08 pm

                       USER ADMINISTRATION (DELETE)


         USER LOGIN: s9d0010
          USER NAME: James Brown




                    CONTINUE WITH DELETION (Y/N) N
```

Figure 44 User Administration (Delete)

9. Enter *Y* to delete or *N* to not delete.
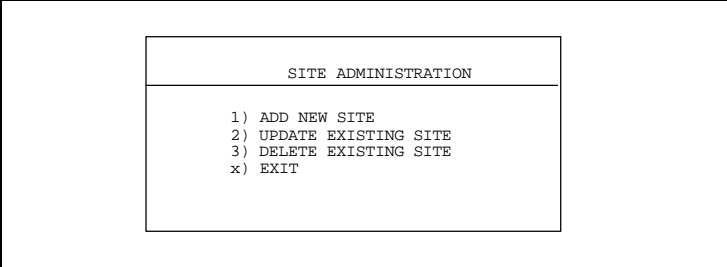
10. The **USER ADMINISTRATION** screen (Figure 38) will display.

6.4 Printing a User List

1. Display the **SITREP ADMINISTRATION SUB MENU** (Figure 37).
2. Select the **USER Administration** option**.**
3. The **USER ADMINISTRATION** screen (Figure 38) will display.
4. Select the **PRINT USER LIST** option.
5. The **REPORT DISPLAY MENU** screen (Figure 34) will display.
6. Select from the following report display options:
    - Print
    - View
    - Mail the list
    - Change your printer type and/or destination (refer to **5. PRINTER OPTIONS** for guidance)
    - Quit
7. The **USER ADMINISTRATION** screen (Figure 38) will display when exiting this menu.

6.5 Adding a Site

1. Display the **SITREP ADMINISTRATION SUB MENU** (Figure 37).
2. Select the **SITE Administration** option.
3. The **SITE ADMINISTRATION** screen (Figure 45) will display.

```
                SITE ADMINISTRATION

        1) ADD NEW SITE
        2) UPDATE EXISTING SITE
        3) DELETE EXISTING SITE
        x) EXIT
```

Figure 45 Site Administration

4. Select the **ADD NEW SITE** option.
5. The prompt **ENTER NEW SITE RIC** will display.
6. Enter the site's RIC (DRMS-C is the source for the latest RIC codes).
7. A screen titled **SITE ADMINISTRATION (ADD)** (Figure 46) will display with the RIC in the **RIC** field.

```
SITE_ADM  1.2                                          3:36:27 pm

                    SITE ADMINISTRATION (ADD)

            RIC: S9DX

           SITE:

   GEOLOGICAL LOC:

  GEOLOGICAL ZONE:
```

Figure 46 Site Administration (Add)

8. Enter information in these fields:
    - **SITE** (the site's name, e.g., Norfolk, Warner Robins).
    - **GEOLOGICAL LOC** (use *COL*, *OGD*, *INT* or *HQR* for sites in DRMS-N East, DRMS-N West, DRMSI or at HQ DRMS, respectively).

- **GEOLOGICAL ZONE** (use a numeric, e.g., *1*, *2*...*8*, *9*, *10*, etc., which was pre-determined by and assigned to the site's zone by the SITREP Program Manager).
9. The **USER ADMINISTRATION** screen (Figure 38) will display when exiting this selection.

6.6 Updating a Site

1. Display the **SITREP ADMINISTRATION SUB MENU** (Figure 37).
2. Select the **SITE Administration** option.
3. The **SITE ADMINISTRATION** screen (Figure 45) will display.
4. Select the **UPDATE EXISTING SITE** option.
5. The prompt **ENTER THE SITE RIC** will display.
6. Enter the site's RIC (DRMS-C is the source for the latest RIC codes).
7. A screen titled **PLEASE SELECT THE RIC TO UPDATE** (Figure 47) will display and the site's current information will be highlighted.

```
PLEASE SELECT THE RIC TO UPDATE




```

Figure 47 Please Select The RIC To Update

8. Press the **Enter** key and a screen titled **SITE ADMINISTRATION (UPDATE)** (Figure 48) will display.

```
SITE_ADM  1.2                                          3:36:27    pm

                       SITE ADMINISTRATION (UPDATE)

                RIC: SQAA

               SITE: MOLESWORTH

      GEOLOGICAL LOC: INT

    GEOLOGICAL ZONE:  6
```

Figure 48 Site Administration (Update)

9. Updates can be made to these fields:
- **SITE** (a site's name (e.g., Norfolk, Warner Robins))
- **GEOLOGICAL LOC** (use *COL*, *OGD*, *INT* or *HQR* for sites in DRMS-N East, DRMS-N West, DRMSI or at HQ DRMS, respectively)
- **GEOLOGICAL ZONE** (use a numeric, e.g., *1*, *2*...*8*, *9*, *10*, etc., which was pre-determined by and assigned to the site's zone by the SITREP Program Manager)
10. The **SITE ADMINISTRATION** screen (Figure 45) will display when exiting this selection.

6.7 Deleting a Site

1. Display the **SITREP ADMINISTRATION SUB MENU** (Figure 37).
2. Select the **SITE Administration** option.
3. The **SITE ADMINISTRATION** screen (Figure 45) will display.
4. Select the **DELETE EXISTING SITE** option.
5. The prompt **ENTER THE SITE RIC** will display.
6. Enter the site's RIC (DRMS-C is the source for the latest RIC codes).
7. The **PLEASE SELECT THE SITE TO DELETE** screen (Figure 49) will display.
- The site's current information (if in the System) will be highlighted.

```
SITE_ADM  1.2                                                      3:57:09 pm
                      PLEASE SELECT THE SITE TO DELETE


       REC# RIC     SITE NAME              GEO LOC          GEO ZONE

          1  DRMS    BATTLE CREEK           HQR              1
          2  SQ3A    Rota                   INT              4
          3  SQ3L    Lajes                  INT              4
          5  SQAA    Molesworth             INT              4
          4  SQAK    Keflavik               INT              4



                     USE THE [UP] OR [DOWN] ARROW KEY
                         [PGUP] OR [PGDN] KEYS
                TO HIGHLIGHT THE DESIRED USER AND PRESS [RETURN]
                          PRESS CTRL-G TO EXIT.
```

Figure 49 Please Select The Site To Delete

8. Press the **Enter** key and the **SITE ADMINISTRATION (DELETE)** screen (Figure 50) will display.

```
SITE_ADM  1.2                                              4:04:08    pm

                        SITE ADMINISTRATION (DELETE)


          SITE RIC: SQ3A
         SITE NAME: ROTA




                    CONTINUE WITH DELETION (Y/N) N
```

Figure 50 Site Administration (Delete)

9. Enter *Y* to delete, *N* to not delete or **Ctrl-g** to exit.
10. The **SITE ADMINISTRATION** screen (Figure 45) will display after selecting *Y*, *N* or **Ctrl-g.**

6.8 Printing a Site List

1. Display the **SITREP ADMINISTRATION SUB MENU** (Figure 37).
2. Select the **SITE Administration** option.
3. The **SITE ADMINISTRATION** screen (Figure 45) will display.
4. Select the **PRINT SITE LIST** option.
5. The **REPORT DISPLAY MENU** screen (Figure 34) will display with the following options.
6. Select from the following report display options:
    *   Print
    *   View
    *   Mail the list
    *   Change your printer type and/or destination (refer to **5. PRINTER OPTIONS** for guidance)
    *   Quit
7. The **SITE ADMINISTRATION** screen (Figure 45) will display when exiting this selection.

6.9 Deleting a SITREP

1. Display the **SITREP ADMINISTRATION SUB MENU** (Figure 37).
2. Select the **DELETE A SITREP REPORT** option.
3. The prompt **Enter All or Part of the Inci Number Or Leave Blank to List All Available SitReps** will display.
4. Enter all, part or no incident number.

5. An untitled screen with data as shown in Figure 51will display.
- If a _partial number_ is entered, each blank digit is read by the System as the number 9.
- Therefore, 199901__ would result in the display of all incidents 19990199 and below.
- However, if the highest incident number was actually 19990195, the system would highlight it and list all lower numbered incidents.
- If the field is _left blank_, all incidents will be displayed and the most current incident will be highlighted.

```
UPD_INCI  1.3                                              8:33:25 am



      INCI #    INCI DATE TYPE STAT SMTR NAME      LOCATION

  FY 19960002  06/06/96 hspil  O    Smith,John    DRMO ANNISTON
  FY 19960003  06/06/96 envir  O    Hawkins,Ron   DRMS BATTLE CREEK
  FY 19960004  06/06/96 mhdet  C    Brown,George  DRMO SELFRIDGE
  FY 19960005  06/06/96 brkin  C    Smith,John    DRMO ANNISTON
  FY 19960006  06/06/96 mhdet  C    Smith,John    DRMO ANNISTON
  FY 19960007  06/06/96 mhdet  O    Hawkins,Ron   DRMS BATTLE CREEK
  FY 19960008  06/06/96 adpub  O    Hawkins,Ron   DRMS BATTLE CREEK
  FY 19960009  06/06/96 mhdet  O    Hawkins,Ron   DRMS BATTLE CREEK
  FY 19960010  06/06/96 mhdet  O    Brown,George  DRMO SELFRIDGE
  FY 19960011  06/06/96 mhdet  O    Brown,George  DRMO SELFRIDGE


       USE THE [UP] OR [DOWN] ARROW KEY, [PGUP] OR [PGDN] KEYS
        TO HIGHLIGHT THE DESIRED SITREP AND PRESS [ENTER]
                    PRESS CTRL-G TO EXIT
```

Figure 51 Deleting a SITREP

6. Highlight the desired incident and press the **Enter** key, or, **Ctrl-g** to exit.
7. A screen titled **SITUATION REPORTING SYSTEM** (Figure 52) will display.

```
BAS_INCI  1.5                                              3:52:41 pm

                   SITUATION REPORTING SYSTEM

  INCIDENT #: 19960002        INCIDENT TYPE: HAZARDOUS SPILLS
  INCIDENT DATE: 06/06/96     INCIDENT TIME:11:59 AM
  INCIDENT LOCATION:BATTLE CREEK MI
  INCIDENT STATUS:O

  SUBMITTER'S NAME:Ron Hawkins
  SUBMITTER'S PHONE:616-961-5325
  SUBMITTER'S RIC CODE:DRMS
  REPORT DATE:07/26/96       REPORT TIME:09:39:59

  COMMANDER'S COMMENTS: Memo
  SUMMARY COMMENTS: Memo
  OTHER COMMENTS: Memo

                   CONTINUE WITH DELETION?
```

Figure 52 Situation Reporting System

8. At the prompt **CONTINUE WITH DELETION?,** either enter _Y_ to delete or _N_ to not delete.
9. If answered _Y_, the SITREP will be deleted and the prompt **WOULD YOU LIKE TO DELETE ANOTHER INCIDENT [Y/N]?** will display.
- If this prompt is answered _Y_, the prompt **Enter All or Part of the Inci Number Or Leave Blank to List All Available SitReps** will display and steps 3-8 are again followed.
- If this prompt is answered _N_, the **SITREP ADMINISTRATION SUB MENU** screen (Figure 37) will display.
10. If answered _N_, the prompt **WOULD YOU LIKE TO DELETE ANOTHER INCIDENT [Y/N]?** will display.
- If this prompt is answered _Y_, the prompt **Enter All or Part of the Inci Number Or Leave Blank to List All Available SitReps** will display and steps 3-8 are again followed.
- If this prompt is answered _N_, the **SITREP ADMINISTRATION SUB MENU** screen (Figure 37) will display.

ADP/SYSTEM FAILURE

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Incident: **ADP/SYSTEM FAILURE**
b. Type of Equipment:
c. Brand:
d. Manufacture Model Number:
e. Description of Problem:
f. Operational Status:
g. Mission Impact:

NOTE 1: Incident is reportable when ADP/System Failure <u>exceeds 4 normal duty hours</u>.

ADVERSE PUBLICITY

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:

SUMMARY COMMENTS:
a. Type of Incident: **ADVERSE PUBLICITY**
b. Publication:
c. Publication Date:
d. Summary of Article:

AEDA/MLI

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:

a. Type of Incident: **AEDA/MLI**
b. Generating Branch of Service:
c. Generator's Name:
d. Generator's Location:
e. Generator's Address:
f. Generator's Base Commander' Name:
g. Generator's Base Commander's Address:
h. Brief Description of Discovery:
i. DTID Number:
j. Noun Name:
k. National Stock Number:
l. Demil Code:
m. Other ID:
n. Originator's Name:
o. Date on Inert Certificate:
p. Serial Number(s):
q. EOD Action Taken:
r. Details:

NOTE: A letter is sent informing the generator's Commander about the incident and requesting what actions will be taken to avoid a reoccurrence. The letter is sent by HQ DRMS and DRMI for SITREPs occurring in CONUS and OCONUS, respectively. The SITREP is CLOSED by the SITREP Program Manager (or designee) when a response is received from the generator.

BREAK-IN/THEFT

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Incident: **BREAK-IN/THEFT**
b. Description of Incident:
c. Description of Property Missing:
d. Estimated Value of Missing Property:
e. Corrective Action Taken:
f. HQ Assistance Requested:

DOMESTIC EMERGENCY/CIVIL DISORDER/BOMB THREAT/ETC

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Emergency: **DOMESTIC EMERGENCY/CIVIL DISORDER/BOMB THREAT/ETC.**
b. Kind of Emergency:
c. Corrective Action:
d. Mission Impact:

<u>ENVIRONMENTAL INSPECTION</u>

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Incident: ENVIRONMENTAL INSPECTION
b. Location of Inspection:
c. Date and Time of Inspection:
d. Inspectors name and agency:
e. Deficiencies documented:
f. Actions taken to resolve violations or deficiencies:

HAZARDOUS SPILL

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Emergency: **HAZARDOUS SPILL**
b. Trade Name:
c. Quantity:
d. Technical Name:
e. Composition:
f. National Stock Number:
g. Type of Hazard:
h. Name of Host/Contractor:
i. Cause of Spill:
j. Description of Area:
k. Containment Procedure:
l. Party Responsible for Cleanup:
m. Immediate Assistance Needed:
n. Description of Assistance:
o. Cleanup Procedures:
p. Amount of Debris:
q. Estimated Date of Completion:

NOTE 1: Incident is reportable when the spill meets or exceeds the "REPORTABLE" quantity notification requirements under 40 CFR 302.6 or must be reported under other federal, state, local, host or permit requirements.
NOTE 2: The following spills must be reported within 1 hour from occurrence to host and DRMS:

    (1) Any mixture listed below containing 0.1% equal to or greater than, by mass or volume of the following OSHA carcinogens:
        (a) 4-Nitrobiphenyl, 92-93-3
        (b) Methyl-chloromethyl ether, 107-30-2
        (c) bis-Chloromethyl ether, 542-88-1
        (d) beta-naphthylamine, 91-59-8
        (e) Benzidene, 92-87-5
        (f) 4-Aminodiphenyl, 92-67-1

    (2) Any mixture listed below containing 1% equal to or greater than, by mass or volume of the following OSHA carcinogens:
        (a) alpha-Naphthylamine, 134-32-7
        (b) 3,3'-Dichlorobenzidene (and it's salts), 91-94-1
        (c) Ethyleneimine, 151-56-4
        (d) beta-Propionlactone, 57-57-8
        (e) 2-Aetylaminofluorene, 53-96-3
        (f) 4-dimethylaminoazobenezene, 60-11-7
        (g) N-Nitrosodimethylamine, 62-75-9

    (3) Report will contain the following data:

(a) A specification of the amount of the carcinogens released, the amount of time involved and an explanation of the procedure used in determining the figure amount.

(b) A description of the area involved and the extent of known and possible employees exposure and area of contamination.

(c) A report of any medical treatment of affected employees and any medical surveillance program implemented.

(d) An analysis of the circumstances of the incident, and measures taken or to be taken, with specific completion dates, to avoid further similar releases.

NOTE 3: Fax to Safety and Health Office, DRMS-DDH, within 24 hours of the incident specific chemical data of the spill/release, such as MSDS, waste profile sheet or a chemical analysis from a laboratory.

NOTE 4: Per 40 CFR 761.125, all spills of one pound or more by weight of PCBs must be reported to the National Response Center 1-800-424-8802. For this requirement the actual amount of PCBs in the material must be calculated based on the PCB concentration and volume. Spills of less than one pound by weight of PCBs must be cleaned up but not reported to the National Response Center. See DRMS-I 6050.1, Chapter XVIII, Enclosure 6 for detailed instructions on PCB spills.

MISHAP/INJURY/FIRE/FACILITY OR EQUIPMENT DAMAGE

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Incident: **MISHAP/INJURY/FIRE/FACILITY OR EQUIPMENT DAMAGE**
b. Description of Incident:
c. Causes:
d. Prevention Measures Taken:
e. Cleanup Procedures:
f. Injuries to People:
    (1) Name of Injured:
    (2) Occupation:
    (3) Employer:
    (4) Details of Injury:
g. Damage or Destruction to Facilities:
    (1) Building ID:
    (2) Type of Building:
    (3) Estimated Cost for Repair /Replacement:
    (4) Type of Occupancy:
    (5) Description of Material/Property:
    (6) Description of Damage:
h. Damage or Destruction to Equipment:
    (1) Equipment ID:
    (2) Type of Equipment:
    (3) Estimated Cost for Repair/Replace:
    (4) Owner of Equipment:
i. MHE or Motor Vehicles Involved:
    (1) Name of Operator:
    (2) SSN:
    (3) Age:
    (4) Pay Grade:
    (5) Job Title:
    (6) License Expiration Date:
    (7) Date of Initial Training:
    (8) Date of Refresher Training:
    (9) Previous MHE Accidents:
j. Witnesses:
    (1) Name of Witness(s):
    (2) Address(s):
    (3) Telephone Number(s):
k. Is Technical Assistance Required:
l. Technical Assistance Details:

NOTE 1: Report ALL injuries and personal property mishaps involving non-DRMS personnel (military and civilian) which occur on DRMS property or property under the control of DRMS.
NOTE 2: Report only those job related injuries to DRMS personnel which result in time off the job for treatment (initial/on-going) and/or recovery.

NATURAL DISASTER/FLOOD/EARTHQUAKE/ETC

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Incident: **NATURAL DISASTER/FLOOD/EARTHQUAKE/ETC**
b. Kind of Disaster:
c. Injuries:
d. Number of Injured:
e. Injury Description:
f. Operational: YES or NO
g. Estimated Date/Time of Resumption:
h. Utility Outage:
i. Facility Damage:
j. Equipment Description:
k. Estimated Cost of Damages:
l. Immediate Hazard:
m. Available Assistance:
n. Required Assistance:

<u>OSHA INVESTIGATIONS</u>

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Incident: **OSHA INVESTIGATIONS**
b. Inspector's Name:
c. Inspector's Office:
d. Inspector's Phone:
e. Description of Problem:
f. Safety and Health Conditions:

RADIOACTIVE/CLASSIFIED/CONTAMINATED PROPERTY

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Incident: **RADIOACTIVE/CLASSIFIED/CLASSIFIED/CONTAMINATED PROPERTY**
b. Generating Branch of Service:
c. Generator's Name:
d. Generator's Location:
e. Generator's Address:
f. Generator's Base Commander's Name:
g. Generator's Base Commander's Address:
h. Brief Description of Discovery:
i. DTID Number:
j. Noun Name:
k. National Stock Number:
l. Demil Code:
m. Other ID:
n. Originator's Name:
o. Serial Number(s):
p. Host/Generator Action Taken:
q. Details:

NOTE 1: A letter is sent informing the generator's Commander when the incident is of a *classified* nature. The letter is sent by HQ DRMS and DRMI for SITREPs occurring in CONUS and OCONUS, respectively. The SITREP is CLOSED by the SITREP Program Manager (or designee) when the letter is sent.
NOTE 2: A *radioactive* incident which activates a gate monitoring alarm is to be reported.

<u>SALES REMOVAL PROBLEM</u>

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Incident: **SALES REMOVAL PROBLEM**
b. Problem Origin:
c. Sale Contract Number:
d. IFB Item Number:
e. Property Location:
f. Purchaser Name:
g. Purchaser Address:
h. Problem Description:
i. Explanation of Status:

SPECIAL SITUATION

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Incident: **SPECIAL SITUATION**
b. Description of Incident:
c. Beginning Date & Time:
d. Ending Date & Time:
e. Corrective Action:
f. HQ Assistance Requested:
g. Mission Impact:

NOTE: This SITREP is for incidents not otherwise covered which warrant Command awareness. Examples include: employee death from other than normal causes; death of non-DRMS personnel on DRMS premises; criminal investigation; physical altercation; events of a potential/current crisis; probable Congressional interest; local emergency; potential logistics impact; etc.

<u>TEMPORARY CLOSURE</u>

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Incident: **TEMPORARY CLOSURE**
b. Reason for closing:
c. Number of Employees Affected:
d. Personnel Release Time:
e. Non-Deferrable Operations Affected:
f. Estimated Date and Time Normal Operations will Resume:
g. Mission Impact:

NOTE: Incident is reportable when Temporary Closure **<u>exceeds 4 hours</u>**.

UTILITY OUTAGE

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Incident: **UTILITY OUTAGE**
b. Description of Cause:
c. Mission Impact:
d. Estimated Date & Time Utility will be Restored

NOTE: Incident is reportable when Utility Outage **exceeds 8 hours**.

VISITORS/DoD IG/GAO/Auditors

DRMO/Office Name:
DRMO/Office RIC:
Date of Incident:
Time of Incident:
Status of Incident: OPEN or CLOSED
Name of Person Reporting Incident:
SUMMARY COMMENTS:

a. Type of Incident: **VISITORS/DOD IG/GAO/Auditors**
b. Visitor Type:
c. Visitor Name:
d. Visitor Grade/Rank:
e. Visitor Position Title:
f. Agency/Company:
g. Agency/Company Address:
h. Date of Visit:
i. Length of Visit:
j. Purpose of Visit:
k. Documents Provided/Reviewed:
l. Documents Retained:
m. Visitor Comment's:

NOTE 1: Report any noteworthy or important individual who deserves command attention
including any IG inspector, GAO auditor, criminal investigator, State or Federal congressional
representative/staffer, media representative, senior official from DLA, senior official from Military Services or
senior official from a Foreign Government.
NOTE 2: Report environmental inspection visitors under the ENVIRONMENTAL INSPECTION type SITREP.
NOTE 3: The only DRMS employees requiring VISITORS SITREPs are DRMS-D and DD.
NOTE 4: Submit this SITREP as soon as it is known visitors will be arriving. The SITREP is to be "CLOSED"
after follow-up comments are provided at the conclusion of the visit. This pre and post visit information is
essential for the visitors calendar which is briefed each Monday at the Executive Leadership Team Meeting.